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of Engineers.**  
Sacramento District

# **AMENDMENTS IN SPECSINTACT**

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**U.S. Army Corps of Engineers  
Sacramento District**

**Prepared by  
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With Sacramento District since June 1983 in the Structural Design section, CW Branch. Served on the Computer Aided Structural Engineering (CASE) Task Group guiding development of the Three Dimensional Stability Analysis and Design (3DSAD) program. PM responsibilities of the Little Dell Lake, UT project from 1986 through design and initiation of construction in 1989.

With ET&S since May 1991 as lead of the Criteria Management Unit (CMU) supporting the District's electronic Criteria Bulletin Board System (CBBS), network installation of the National Institute of Building Sciences (NIBS) Construction Criteria Base (CCB), SPECSINTACT and other automation initiatives.

We evaluated automated specification processing systems during FY 93 and recommended SPECSINTACT w/SGML for implementation in SPK Military Design Branch.

March 1995, was ED representative on committee to coordinate SPK efforts on the Electronic Bid Set (EBS) initiative to provide P&S on CD-ROM.

August 1996 to July 1998, served as a District representative and secretary of the Corps Specification Steering Committee (CSSC).

This presentation will provide an overview of the problems and issues on generating Amendments in SPECSINTACT with SGML.



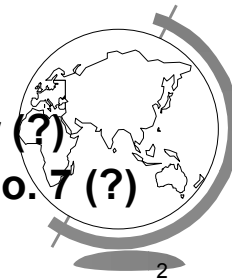
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# CONTINUOUS IMPROVEMENT

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## SPECSINTACT With SGML

|                      |                           |
|----------------------|---------------------------|
| <b>Slow</b>          | <b>Fast</b>               |
| <b>Unreliable</b>    | <b>Reliable</b>           |
| <b>Unfriendly</b>    | <b>Friendly</b>           |
| <b>No Graphics</b>   | <b>32 BIT Editor (?)</b>  |
| <b>No Amendments</b> | <b>CSSC Rec No. 7 (?)</b> |



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## SPECSINTACT With SGML has been undergoing CONTINUOUS IMPROVEMENT

It used to be really **Slow**, but now it is much **Faster**.

It used to be really **Unreliable** , but now it is much more **Reliable**.

It used to be really user **Unfriendly** , but now it is much more user **Friendly**.

Still **No Graphics** capability, but graphics may become available with the future **32 BIT Editor (?)**. This is not part of the 32 BIT package now being beta tested.

**No** easy way to do **Amendments**. The CSSC Recommendation No. 7 (December 1996) requested the SPECSINTACT Interagency Configuration Control and Coordinating Board (SI-CCCB) develop an automated amendment process utilizing SPECSINTACT software. CSSC also submitted a work project to the WES Tri-Service CADD/GIS Center in March 1999 to incorporate this method in Electronic Bid Solicitations (EBS). (?)



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# AMENDMENTS

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## Many Ways to Do Business

- **No Specific Guidance Exists**
  - ◆ **Replace Changed Pages**
  - ◆ **Replace Entire Sections**
  - ◆ **Provide Narrative Descriptions**
- **Must be a Flexible Process**



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The real problem with **AMENDMENTS** is that there are so **Many Ways to Do Business**.

**No Specific Guidance** or consistent standards **Exists** on preparing amendments for Corps of Engineers projects.

Some of you **Replace Changed Pages**

Some of you **Replace Entire Sections**

Some of you **Provide Narrative Descriptions**

The fact is, providing amendments **Must be a Flexible Process** to meet whatever demands the situation may call for. Media used to be paper only. Distribution systems used to be mail, special delivery and telegraph messages. Now we also have electronic digital media and electronic distribution via FAX, e-mail, CD and Internet.



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# SPECSINTACT With SGML

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## Standard Automated Specification System

- **Mandated to Standardize Specifications**
- **Make Enhancements for Amendments**
- **Standardize the Amendment Processes**
- **Must Provide Flexible Process**



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**SPECSINTACT With SGML sets the Standard for an Automated Specification System.**

Use of SPECSINTACT With SGML was **Mandated to Standardize** production of **Specifications** in ER 1110-1-8155, Specifications, 24 December 1998; the only exception being overseas areas.

CSSC also recommended that we **Make Enhancements** to SPECSINTACT for producing and archiving **Amendments**.

This would help to **Standardize the Amendment Processes**.

Whatever improvements are made, SPECSINTACT With SGML **Must** continue to **Provide a Flexible Process** for producing amendments.

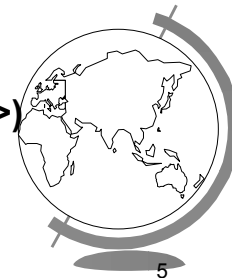


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# Current Text Marking Problems

## Difficulties and Issues Creating Amendments

- **Marking Text Changes**
  - ◆ In Margins (\*)
  - ◆ Tags in Text ( \1\ ... /1/ )
  - ◆ Redlines (<DEL> and <ADD>)
- **Execute Revisions**
- **Subpart Numbering**



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There are **Current Text Marking Problems, Difficulties and Issues** when **Creating Amendments**

One problem is clearly **Marking** amendment **Text Changes**.

The old cut, paste, and copy and put an asterisk **In the Margins (\*)** with a type writer was the first way I was shown. We used to be able to put an asterisk in the margins with SPECSINTACT, but it was a convoluted process and too difficult for most. Now the program restricts the amount of negative (left) indent you can use for Text Tags and you can't push it into the left margin anymore.

**Tags in Text ( \1\ ... /1/ )** is a carry over from the DOS version of SPECSINTACT. It is similar to marking the margins, manual intensive and doesn't take advantage of the program's automated features.

I prefer to use the SPECSINTACT **Revisions** (A.K.A. Redlines) (<DEL> and <ADD>) tags to highlight the amendment changes. You can customize the tag attributes to suite your fancy. SPK uses ***Bold Italics*** for the <ADD> tag.

You must remember to **Execute Revisions** before you make amendment changes so the contractors can see what was actually changed by the current amendment.

**Subpart Numbering.** The issue here is to renumber or not renumber when subparts are inserted or deleted by amendments. Some do mind and some don't.



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# Current Pagination Problems

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## Difficulties and Issues Creating Amendments

- ◆ **Predicting Page Breaks**
- ◆ **Other Page Problems**
  - **Additional Footer Line**
  - **Additional Page(s)**
  - **Page Ranges**



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There are **Current Pagination Problems, Difficulties and Issues** when **Creating Amendments**

**Predicting** where **Page Breaks** will occur is one of the most frustrating SPECSINTACT issues for me. What you see in the Editor is not always what you get from the Jobs Print. Some of this is also printer dependant, so what you get on paper doesn't match the PDF files. It is better to create the PDF file first and print all paper deliverables from the PDF files.

### **Other Page Problems**

Sometimes you need an **Additional Footer Line** for identifying the enclosure and amendment because both footers have been filled up with project and Installation information.

Sometimes inserting a new subpart creates **Additional Page(s)** and you have to remember the interval and cumulative totals when specifying the print **Page Ranges**. This usually turns into an iterative process, especially when printing paper deliverables.



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# Current File Management Problems

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## Difficulties and Issues Creating Amendments

- ♦ **Tracking Amendment Files**
  - Duplicate Section File Names
  - Consolidate Multiple Files



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There are **Current File Management Problems, Difficulties and Issues** when **Creating Amendments**.

**Tracking Amendment Files** is sometimes a problem because currently, SPECSINTACT has minimal file management capability. The program defaults to a single print folder. A separate archive folder should be created for the job and each separate amendment for future reference.

The default print file name is the section number, whether you're printing the entire section or just a range of pages. If you have more than one amendment in a section, and you print a single page or range of pages for each change, you have to watch out for **Duplicate Section File Names**. If you are creating PDF files, you need to ensure the subsequent file names are modified to avoid overwriting previously created amendments from the same section.

Alternatively, you can **Consolidate Multiple PDF Files** into a single file for each amendment using Adobe Acrobat.

The good news is there are improvements underway in SPECSINTACT that will eventually alleviate most of the file management problems.



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# **“ORIGINAL” CONTRACT DOCUMENT**

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## **What is it?**

- **“ORIGINAL” Document**

- ♦ **The One Last Changed to Produce a Copy**

- **All Amendments are “ORIGINAL” Documents**

- **Re-advertise Amended Jobs as New Jobs**

- ♦ **All Prior Amendments Are Assimilated**



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Since we've started distributing specifications electronically, questions and issues have arisen on just **What is the “ORIGINAL” CONTRACT DOCUMENT?** This also affects the amendments to the “original” documents. In the “good old days” of paper only, it was a little less confusing, but the misconceptions that existed then exist today. The misconceptions have just become more obvious?

Our Office of Counsel tells us that the **“ORIGINAL” Document is The One Last Changed to Produce a Copy** for distribution, file or whatever. If you print to paper directly from an application and someone physically signs it, the signed copy is the “original” document. However, if you go back to the application and create PDF files and distribute copies of the PDF files, then the PDF files are the true “original” contract documents. The paper documents are simply a “check set of record” to compare against prints from files that may have been tampered with. The problem here is the “original” PDF do not always compare to the paper set when created this way, because the application uses different printer drivers to create the different “originals.” More often than not a line printed at the bottom of a paper “original” will appear as the first line on the next page of the PDF “original.” The only way to eliminate discrepancies is to create PDF files first, and then print to paper from them. This ensures the PDF “original” and paper “original” agree.

**All Amendments are “ORIGINAL” Documents.** When they cut, pasted, copied and distributed paper to bidders, the “original” document was that marked up, ragged, taped up piece of work. However, if they took that first copy, stuck it in a type writer, put asterisks in the margin, copied and distributed that to bidders then it became the “original” document for that amendment. The problem here is again the variety of formats mention in Slide 3.

When we **Re-advertise Amended Jobs as New Jobs, All Prior Amendments Are Assimilated** and the job is issued as one “original” contract document.





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# PROPOSED AMENDMENT PROCESS

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## SPECSINTACT With SGML

- Assign Amendment Number
- Archive Job in PDF File Folders
- WYSIWYG Print Preview
- Amendment Print Options
  - ◆ Single Line Footer
  - ◆ Alphanumeric Pagination



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The CSSC Recommendation No. 7 (December 1996) **PROPOSED** an automated **AMENDMENT PROCESS** utilizing **SPECSINTACT With SGML**. The 32 BIT package now being beta tested will be incorporating some features we asked for while other features will have to wait for the Editor update.

We will soon be able to **Assign** an **Amendment Number** using an optional Status variable.

We will soon be able to **Archive Job** and amendments in **PDF File Folders**.

We will have to wait for the **WYSIWYG Print Preview** feature to be added to the Editor.

We would like to add automated **Amendment Print Options**. Some features we asked for need to be reviewed by the SI-CCCB before they can be worked on.

We would like to add a **Single Line Footer** below the two lines of footers currently available. Many times these already contain information pertinent to the project.

We would like to add **Alphanumeric Pagination** for when you have more than one sequential page in the amendment. This usually happens when a large subpart insert turns one page into two.



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# INTERIM AMENDMENT PROCESS

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## In the Meantime

- Use Revisions (Redlining)
- PDF Documents
  - ♦ PrintOptimized
- Use Adobe Acrobat
  - ♦ Touch Up Tools
- Example of One Way to Do It



Adobe Acrobat  
Document



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## INTERIM AMENDMENT PROCESS

**In the Meantime**, while we're waiting for SPECSINTACT program improvements, **Use Revisions (Redlining)** to make your amendment deletions and additions.

Print sections as **PDF Documents** using the **PrintOptimized** job options for files that are to be published on a CD-ROM, or otherwise printed by resident engineers and contractors.

**Use Adobe Acrobat** to make minor editorial changes. HQUSACE provided each District with 16 licenses to produce Electronic Bid Sets. Find them and use it.

Use the Adobe Acrobat **Touch Up Tools** to make minor editorial changes. You can correct the footer pagination and/or paragraph numbering using the "TouchUp Text Tool (T)." Also, you can use the "Text Annotation Tool (S)" to add "ENCL 1 TO AMEND NO. 0001" footer, if the lower footer in SPECSINTACT has already been used for other information. You could also number the pages using the Adobe Acrobat "Document/Number Pages" feature if you forgot to or couldn't do this in SPECSINTACT.

Click on the PDF Icon to see an **Example of One Way to Do It** in detailed work instructions for Sacramento District.



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## Conclusion

♦ **Questions?**



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## AMENDMENTS IN SPECSINTACT

### Conclusion

**Questions?** Please contact me at:

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